

Executive Office of Health and Human Services

EIM/ESM R5.5 Update

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EIM/ESM R5.5 Update

As part of ongoing maintenance to EIM/ESM we deployed a reports-focused release in mid-December. This bulletin summarizes the changes you might have noticed since then.

The release implemented some infrastructure upgrades that will allow report processing to be completed more quickly and provide enhanced functionality to some of the most frequently used reports. In addition, the report home screen has been streamlined to eliminate unused or unnecessary reports.

The EIM/ESM R5.5 provides enhancements as follows:

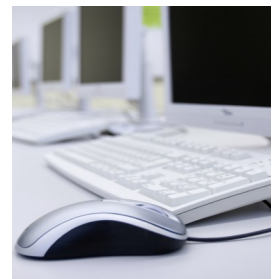
1. **Ability to process report requests in the background:** EIM/ESM will provide users with the ability to execute the reports asynchronously, permitting access to other functionalities while the report generation process is in progress.
2. **Ability to send out key reports as email attachment:** Users will now have the ability to send out some EIM/ESM reports as an email attachment to an individual or group of addresses.
3. **Ability to schedule key reports:** EIM/ESM will allow users to schedule select reports to be delivered at a later date/time.

For details on the additional features for the following *key* EIM/ESM reports listed below, please refer to the individual sections in this bulletin.

- HIPAA Claim Status Report
- Payment Detail by Client Report (including de-identified version)
- Payment Detail Report by Bed Days (including de-identified version)
- Client Enrollment Status (including de-identified version)
- Cost Reimbursement Invoice
- Cost Reimbursement Expenditure Analysis
- CIES Budgeting Report
- Payment Tracking Report

Ability to process report requests in the background

EIM/ESM allows agency and provider users to run reports asynchronously, permitting access to other functionalities while the report generation process is in progress. The designated report results will no longer automatically display in a separate tab, and users can review the results for an extended period. Reports results will be stored on the system for an extended time and purged periodically.



Computer with monitor, keyboard and mouse.

Search for Report Results

Report results will no longer automatically display in a separate tab when you run a report. Users will now need to select the **Search Reports** link from the left navigation menu and then search for their report results.

Ability to Send out Key Reports as Email Attachment

EIM/ESM allows users to send out EIM/ESM reports as an attachment to an individual or group of email addresses.

The Report Parameter page for *key* reports has been enhanced to include the following new fields - **Email Address** (up to the maximum of 10 email addresses) and **Run Report & Send Email**. The '**Run Report & Send Email**' feature will execute the report processing and send out the report (or a completion notification) as an email attachment to the specified recipients.

In order to maintain a strict standard of confidentiality, reports containing client names will not be sent from EIM/ESM via email. Authorized users will have to log into the application to review the report content after which they will have the opportunity to download or securely store the information in accordance with their organization's practices.

In cases where the size of the email exceeds Commonwealth system limits, an email notification that the report is ready for viewing will be sent instead.

Ability to Schedule Key Reports

The EIM/ESM system will allow users to schedule select reports to be delivered at a later date/time.

The Report page for *key* reports has been enhanced to include the following new button – **Schedule Report**. Users can schedule reports to be run Daily, Weekly By Day of Week or By Date of Month.

EIM/ESM also now offers users the ability to search and edit existing schedules that were saved previously. A new link – '**Search/Edit Schedule**' is now available on the left navigation of all the screens within the Report module to search/edit the existing schedules.

For more instructions on how to run and view reports, please refer to the [Reports Job Aid](http://www.mass.gov/eohhs/provider/training-and-edu/vg/eim-esm/training/eimesm-provider-user-manuals-and-instructions.html) located at <http://www.mass.gov/eohhs/provider/training-and-edu/vg/eim-esm/training/eimesm-provider-user-manuals-and-instructions.html>.